

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH

JUNE 1965

ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	68	817	
2. RECORDS ACCESSIONED	1,120	7,828	97,921
3. RECORDS DISPOSED OF AT CENTER	1,215	3,232	18,077
4. RECORDS TRANSFERRED FROM CENTER	527	2,744	26,342
5. RECORDS HOLDINGS	53,502		
6. INTELLIGENCE REPORTS RECEIVED	203	3,518	51,646
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	608	5,106	21,527
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	62	971	12,164
9. INTELLIGENCE REPORTS HOLDINGS	17,955		
10. VITAL RECORDS RECEIVED	125	1,743	12,951
11. VITAL RECORDS DISPOSED OF AT CENTER	4	574	2,501
12. VITAL RECORDS TRANSFERRED FROM CENTER	44	455	1,108
13. VITAL RECORDS HOLDINGS	9,342		
14. ARCHIVES ACCESSIONED	130	1,272	2,952
15. ARCHIVES DISPOSED OF AT CENTER	0	8	8
16. ARCHIVES TRANSFERRED FROM CENTER	863	864	884
17. ARCHIVES HOLDINGS	2,060		
18. TOTAL HOLDINGS *	82,859		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,675	51,339	588,410
20. INFORMATIONAL REQUESTS	511	6,173	22,737
21. ARCHIVAL DOCUMENTS	72	438	
22. INTELLIGENCE REPORTS	4,538	55,709	
23. VITAL RECORDS	318	3,817	
24. TOTAL	10,114	118,476	
25. NO. OF PAGES REPRODUCED	238	2,257	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	110,535	909,920	
A. INITIAL RECEIPT	107,267	870,867	
B. RETURNS	3,268	39,053	
27. ARCHIVAL DOCUMENTS	938	4,192	
28. VITAL RECORDS	2,367	33,199	
29. TOTAL	113,940	947,311	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	97,880	
31. UTILIZED	80,547	
32. COMMITTED		
33. AVAILABLE	17,333	

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NARRATIVE SUPPLEMENT TO THE CIA  
ARCHIVES & RECORDS CENTER MONTHLY STATISTICAL SUMMARY  
FOR JUNE 1965

INCLUDING A NARRATIVE SUMMARY FOR FY 1965

1. Accessioning

The accessions for June amounted to 1,578 cubic feet. The total accessions for FY 1965 totaled 14,361 cubic feet; this is only 530 less than the total accessions for FY 1964. The average accessions per year for the period FY 1959-FY 1965 has been 15,470 cubic feet.

Some of the more significant accessions during FY 1965 were:

1. The personal records of General Donovan.
2. Supplemental and Archival copies of reports with "Special" classifications.
3. The ORR Production files and the ORR Record Copies were accessioned into the Archives.
4. The Archives and Records Center is generating interest in the Agency's Archival Records with many of the officials of the Agency and have been able to pull together many series of records that previously had not been maintained.

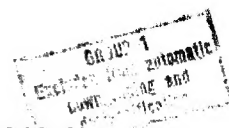
2. Reference

Reference pulled and forwarded 10,114 items to the various requestors during June.

The total reference items amounted to 117,476 for FY 1965. Although the statistics for reference is less than previous years, it should be pointed out that system for counting Supplemental Distribution was changed, and only the statistic is less - the work load in reference increased.

Furnishing finished intelligence reports to other USIB agencies continues to be a large part of Reference. During FY 1965 this was particularly true of DIA.

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Requests from DDP, Personnel, Security, Medical and Contact Division continue to dominate the reference to the inactive records.

Reference to the Archives has increased, and this can be expected to increase more and more as the Agency gets older and duplicate records are identified and screened out.

One large undertaking by Reference was the returning of 1,467 cubic feet of Security Case files to the Office of Security to be coded into an automated records system. (For more details on this, see Disposition.)

### 3. Disposition

During June Disposition Action was taken on 3,323 cu. ft. of records. This large volume for June contributed greatly to over-all total for FY 1965 which was 13,954. This is the largest volume of Disposition for a single Fiscal Year.

In August 1964 the Archives and Records Center started sending USIB produced reference records to the Federal Records Center in Alexandria for storage.

A physical inventory was taken of all maps and map negatives, and previous disposition lists were checked. This inventory resulted in the destruction of 2,107 cu. ft. of obsolete maps and negatives.

A project was undertaken in the Office of Security to automate the entire SRD Records Retirement Program. The A&RC forwarded 1,467 cu. ft. of records to OS; these 75,000 case files were coded, screened and taken out of the control envelopes. As a result only 831 cubic feet were returned to the A&RC saving 636 cubic feet of space.

### 4. General

- 25X1 (1) [ ] were presented awards through the Suggestions Awards Program.
- (2) [ ] received QSIs in December 1964. 25X1
- 25X1 (3) [ ] was presented an award through the Suggestions Awards Program.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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- (4) [redacted] successfully completed courses on Records Management at American University. 25X1
- (5) [redacted] attended the Spring Symposium on Forms Management. 25X1
- (6) The Archives and Records Center Staff received nine written citations from various Headquarters components for services performed.
- (7) There were 277 visitors to A&RC from Headquarters during the year.

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